

Bylaws of The Lebanon County Democratic Party

Preamble

The Supreme and Authoritative Representative Body of the Democratic Party in Lebanon County shall consist in a County Committee and the duly elected officers thereof, together with such other subordinate committees and officials as may be set forth in these by-laws.

Statement of Principles

The Democratic Party of Lebanon County is committed to serving the best interests of all the people of the County and to providing the best possible base of participation in the affairs of the Party. Consistent with this philosophy, the Lebanon County Democratic Committee pledges as part of the rules governing the Democratic Party of Lebanon County the following principles:

All public meetings are open to all registered Democrats, regardless of race, color, creed, gender, national origin, age ethnic identity, sexual orientation or economic status.

We shall support the broadest possible voter registration without discrimination on any grounds.

Article I – Name

The organization shall be known as the Lebanon County Democratic Committee.

Article II – Purpose

The purpose of the organization shall be manifold. It shall make such rules and regulations for the government of the Democratic Party in Lebanon County, consistent with the rules of the Democratic State Committee, as may be deemed necessary and proper. It shall contribute to the growth and influence of the Democratic Party, in municipalities, county, state and nation; develop leadership and maintain and promote harmony within the ranks of the Lebanon County Democratic Party; to expound the philosophy of the Democratic Party; and to join with all others of like thought and principle in achieving the goals of the Democratic Party in all areas of government.

Article III – Authority

The County Committee of Lebanon County, legally called and assembled in accordance with the rules of the party, is empowered to make such rules and regulations for the government of the Democratic organization, and the members and candidates thereof, not inconsistent with the rules of the Democratic State Committee, as shall be necessary for the orderly government and best interests and success of the party; provided, however, that such rules are not to become effective until or unless approved by the Executive Committee of the Democratic State Committee in Pennsylvania.

Article IV – Membership

Section 1 – Composition of Committee Membership

The Democratic County Committee of Lebanon County shall consist of three resident registered Democrats from each election precinct in the County, who shall be elected every four years by the Democratic electors of their precinct, at the Spring Primary held in a Gubernatorial election year, and shall be elected for a four-year term at the time, place and manner as provided by the primary election law of the Commonwealth of Pennsylvania.

Section 2 – Qualifications

- A. No person other than a duly qualified and registered Democratic elector shall qualify to hold any office under these by-laws of the Democratic Party of Lebanon County.
- B. No person shall be eligible to serve as a member or officer of this County Committee or any subcommittee who would be ineligible under the Rules of the Democratic Party of Pennsylvania.
- C. If any such person holding a party office shall
 - i. Become ineligible under paragraph (B) above, or
 - ii. Change party registration,then the office shall be deemed vacant and a successor shall be appointed in accordance with these by-laws.

Section 3 – Vacancies

Subject to the provisions of Article VIII, Section 3, the County Chairperson is empowered to fill all vacancies existing in the County Committee at any time from any cause, and shall do so as vacancies may occur. A County Chairperson shall not fill any vacancy occurring through failure to select a Committeeperson at the local primary at which they should have been elected, until after the election of a Chairperson at the reorganization meeting.

Section 4 – At Large Members

- A. The County Chairperson may appoint additional voting members of the County Committee subject to the following criteria:
 - i. Up to 10 percent of the total number of elective positions
 - ii. To be divided throughout the County, with no more than 5 percent in any section under a Vice-Chair
 - iii. Upon acceptance by the Executive Committee.
- B. The Chairperson may also appoint non-voting members to assist the County Committee in fulfilling its functions and may designate them with appropriate titles.

Article V – District Organization

Section 1

The County of Lebanon shall be divided for purposes of the organization, into ten districts of relatively equal population. The allocation of districts shall be determined by the Executive Committee by December 31 of the year prior to the Primary election in which Committeepersons are elected (every four years).

Section 2

At a caucus for each district held immediately following the reorganization meeting of the Lebanon County Democratic Committee, each district shall nominate one or more candidates for the office of District Leader of such district.

Section 3

The District Leader of each district shall then be elected from the list of nominees by the Committeepersons of each district at the caucus of each district held immediately following the reorganization meeting.

Section 4

The District Leader shall be a currently elected Committeeperson in one of the voting precincts composing the district. Each District Leader shall be a member of the Executive Committee as provided in these by-laws.

Section 5

In the event a vacancy occurs in the leadership of any district, said vacancy shall be filled at a meeting of the district Committeepersons called by the County Chairperson within a reasonable period of time from the date such a vacancy occurs.

Section 6

The Executive Committee of the Lebanon County Democratic Committee shall have the power and authority to recommend the recall for any District Leader.

- A. Such recommendation of recall may be initiated at a regular monthly meeting of the Executive Committee by a simple majority of the members of the Executive Committee present at that meeting.
- B. If recall is recommended, notice of the Executive Committee's decision, setting forth the reasons thereof, shall be given to the District Leader in writing or by electronic notice within 5 days of the meeting.
- C. Such notice shall advise the District Leader that he or she may attend the first regular meeting of the Executive Committee to be held in the following month to contest the recommendation and request rescission of the Executive Committee's decision.
- D. If the decision is not rescinded, the County Chairperson shall schedule a District Meeting in the leader's district to be held within 30 days, but not less than 10 days, of the meeting to consider and vote upon the recommendation of recall.
- E. Committee people in the office of the district in question shall be given at least 10 days' notice in writing or by electronic notice of the date, time, place, and reason for the meeting.

Section 7

The Districts shall be composed as follows:

- A. Representing an appropriate percentage of the total Democratic registered voters of the County to the greatest extent possible,
- B. To be allocated contiguously by precinct, and to the extent possible consistent with the following, listed in

order of importance:

- i. School districts;
- ii. General Assembly districts;
- iii. U.S. Representative districts; and
- iv. Magisterial districts.

Article VI – Meetings

Section 1 – Organization meeting

- A. The Chairperson of the Lebanon County Democratic Committee shall issue a call for the assembly and organization of the County Committee, to meet at a convenient time and place in the County of Lebanon no later than the sixth Wednesday following the Spring Primary Election in the year in which County Committeepersons have been elected. Such call shall be made at least ten (10) days prior to the meeting by
 - i. public proclamation or
 - ii. written or
 - iii. electronic notice,signed by said Chairperson, addressed and transmitted to every Committeeperson elected at said Primary as certified by the County Commissioners of Lebanon County.
- B. At the organization meeting the retiring Chairperson shall preside only for the purpose of:
 - i. Calling the meeting to order.
 - ii. The roll call of Committeepersons elected.
 - iii. Forming a temporary organization including the creation of
 - a. a credentials committee and
 - b. a tellers committee.
- C. If the retiring Chairperson is a candidate for re-election, he or she shall then appoint a parliamentarian to conduct the ensuing election.
- D. No nominations shall be permitted from the floor for the office of Treasurer because of the unique qualifications required for that position. If there are no nominees for Treasurer, such office shall be declared vacant and shall be filled in accordance with these by-laws for filling vacant offices.
- E. In the event the Chairperson of the County Committee fails or neglects to issue a call for the organization of the new County Committee, within the time provided, any three members of the newly elected County Committee shall have authority to issue such a call to meet, in the same manner and with ten (10) days written or electronic notice as the Chairperson is required to give, such meeting so called having the authority and legality as if called by the retiring County Chairperson.

Section 2 - Regular Meetings

The Lebanon County Democratic Committee shall meet in regular session at least four times a year at a time and place designated in the written or electronic notice (per Article VII), including but not limited to the following periods:

- A. Within the period for circulating petitions.
- B. Within ten (10) days immediately preceding the Primary Election.
- C. Within twenty (20) days prior to the November Election.

Section 3 - Special Meetings

- A. The Lebanon County Democratic Committee may be called to a Special Meeting at any time
 - i. by the County Chairperson upon five (5) days written or electronic notice (per Article VII), or
 - ii. by the County Chairperson upon the written request signed by any twenty-five (25) Committeepersons of the County Committee.
- B. Written or electronic notice (per Article VII) of a Special Meeting sent to all Committeepersons shall contain the purpose for such meeting.
- C. No other business may come before the County Committee at such Special Meeting than that set forth in the notice calling such Special Meeting.

Section 4 – Proxies

- A. Any Committeeperson may substitute any Democratic elector, not already a Committeeperson, from his or her own election precinct by a signed and witnessed proxy, to act for the Committeeperson temporarily at the next session of the Committee, and the holder of the said proxy shall have all the powers and rights at the designated meeting as the Committeeperson would have if personally present.
- B. Any Committeeperson may submit a signed and witnessed proxy in writing at the meeting, or electronically to the Recording Secretary at least one (1) day in advance of any meeting, setting forth the Committeeperson's votes on any matter on the agenda, and the Secretary shall cast said proxies and enter them on the record for any such item.

Article VII – Notices

Section 1

- A. All notices, required by these by-laws, shall be authorized by the Chairperson or the Corresponding Secretary of the County Committee.
- B. The notice setting forth the Organization Meeting shall include the list of nominees and the qualifications of each person seeking such office.

Section 2

Such notices shall be transmitted by regular United States mail or electronically.

Section 3

Such notices shall be transmitted at least

- A. ten (10) days in advance of regular meetings;
- B. five (5) days in advance of Special Meetings; or
- C. fifteen (15) days as required to amend the by-laws as set forth in Article XIX.

Section 4

Any committee person who does NOT want to receive electronic notices shall notify the Corresponding Secretary of such preference, and they shall only receive notices by regular United States mail at the address set forth in the committee's records.

Article VIII – Officers

Section 1

There shall be elected

- A. a Chairperson of the Lebanon County Democratic Committee,
- B. two Vice-Chairpersons, one of whom shall be a resident of and represent the City of Lebanon and one of whom shall be a resident of and represent the area of the County outside the City, however any vice-chairperson in office at the time of adoption of this amendment to the by-laws shall not be ineligible to serve in that office for lack of residency,
- C. a Corresponding Secretary,
- D. a Recording Secretary,
- E. a Treasurer,
each of whose terms shall run for the ensuing four (4) years or until their respective successors are elected and installed.
- F. One of the Vice-Chairpersons shall be of the opposite sex as that the Chairperson.

Section 2

- A. Each nominee for an office shall be a duly qualified Committeeperson.
- B. Any person desiring to be elected as Treasurer shall:
 - i. Provide a written notice of the intention to run for such office and a resume setting forth therein the person's qualifications for such office.
 - ii. Have been a registered Democrat for at least the five (5) years immediately preceding such election.

Section 3

- A. Where vacancies occur in any office other than County Chairperson, the County Chairperson shall have the power to fill such vacancies with temporary appointments until the next regular meeting of the County Committee.
- B. Where the vacancy occurs in the office of County Chairperson, the Vice-Chair from the County shall call a Special Meeting, in accordance with Article VI, Section 3, for the sole purpose of electing a County Chairperson, subject to the provisions of Article VI, Section 1 as appropriate.
- C. At that Regular or Special Meeting, the County Committee shall elect persons to fill such vacancies for the balance of the unexpired term in each case.

Section 4

An officer may serve an unexpired term to which they were elected when there is a change of residence within the boundaries of the County of Lebanon

Article IX – Duties of Officers

Section 1

The Chairperson shall:

- A. Be the chief executive officer of this organization.
- B. Preside at all meetings of the general membership and of the Executive Committee.
- C. Have general and active management of all business of this organization.
- D. See that all orders and resolutions of the Executive Committee are carried out.

- E. Have general superintendence and direction of all other officers of this organization and see that their duties are properly performed and assure compliance with laws and regulatory requirements.
- F. Be an ex-officio member of all standing committees.
- G. Appoint temporary Officers to serve until a successor is elected.
- H. Appoint all committees, on a calendar basis, except as may be provided otherwise in these by-laws.
- I. Appoint Committeepersons
 - i. To fill vacancies not filled by the election of Committeepersons and to achieve gender equity, and
 - ii. At-large members as follows:
 - a. Such number of Associate (non-voting) Members of the County Committee
 - 1. To fulfill the precinct responsibilities of the Officers while such Officers are serving their office;
 - 2. For the purpose of facilitating its smooth operation; and
 - 3. To achieve gender equity,
 - b. And up to five (5) members of the Executive Committee.
- J. Clearly articulate the party's vision internally and to the public and guide the Committee in identifying issues, stating policies and setting priorities.
- K. Monitor the recruitment, training and support for candidates.
- L. Maintain a network with State Party leaders and elected officials.
- M. Periodically assess party performance and initiate changes where needed, and in particular oversee fundraising to assure a stable financial base.

Section 2.

- A. Two Vice-Chairpersons are elected at the regular reorganization meeting – one elected to represent and oversee LCDC activities in Lebanon City and one to represent and oversee LCDC activities in the area of the County outside the City. Within their areas, their responsibilities include leading in:
 - i. Building a strong organization by recruiting, communicating with, and working with District Leaders and Precinct Committee Persons, and
 - ii. Recruiting and developing candidates for office.
- B. As an officer of the party, both Vice Chairpersons participate in setting priorities and developing policies and performing such other duties as may be prescribed by the County Chairperson.
- C. One of the Vice-chairpersons shall be elected at the regular reorganization meeting to fulfill the duties of the Chair in the absence of the Chairperson and shall be designated as the Senior Vice-Chair.
- D. In the absence of the Senior Vice-Chair, the other Vice-Chairperson shall conduct all business of the organization.

Section 3

- A. The Recording Secretary shall:
 - i. Attend all sessions of the Executive Committee and all meetings of the Lebanon County Democratic Committee and act as a clerk thereof.
 - ii. Record all votes and minutes of all proceedings and when requested, perform a like service for all standing committees.
 - iii. Perform such other duties as may be prescribed by the Executive Committee, the County Committee, or the County Chairperson.
- B. The Corresponding Secretary shall:
 - i. Send notices of all meetings to the members of the County Committee as provided by these by-laws.
 - ii. Perform such other duties as may be prescribed by the Executive Committee, the County Committee, or the County Chairperson.

Section 4

The Treasurer, under the direction of the Executive committee, shall:

- A. Have charge of the funds of this organization and shall on such forms and such manner as established by the Treasurer to insure compliance with State and Federal election reporting laws, and any taxes owed deposit the same in the name of the Lebanon County Democratic Committee in depositories designated by the Executive Committee.
- B. Pay all vouchers or bills properly approved by the Chairperson and by the budget as adopted or amended.
- C. Make a complete and accurate report of the finances of this organization at each regular meeting of the Executive Committee and each regular meeting of the County Committee
 - i. setting forth all receipts and expenses, by budgeted category, since the previous report until five (5) days prior to the meeting, with year to date; and
 - ii. including separate sub-accounts for those funds so designated.
- D. File in a timely manner all financial reports required by
 - i. State and Federal election reporting laws, and
 - ii. State and Federal tax laws.
- E. Establish a budget for the fiscal year and determine if any such submitted vouchers are within the budget.
- F. Submit the books of the Treasurer for audit upon written request of the Chairperson or of the auditing committee, but not more than twice per year, or upon change of the Treasurer.

Article X – Bonds

The Executive Committee may require officers to be bonded as it shall deem necessary for any amounts as it may deem necessary provided, that the Treasurer of the Lebanon County Democratic Committee be bonded annually for a figure to be determined by the Executive Committee. The County Committee shall pay for the Treasurer's bond.

Article XI – Elections

Section 1

The election of officers at the organization meeting of the Lebanon County Democratic Committee shall be by written ballot.

Section 2

- A. Officers shall be elected in the following order:
 - i. Chairperson,
 - ii. Corresponding Secretary,
 - iii. Recording Secretary,
 - iv. Treasurer,
 - v. The meeting shall then be divided into two caucuses to elect the Vice Chairs:
 - a. City of Lebanon and
 - b. Remainder of the County;
 - vi. Finally, one of the Vice-Chairs shall be elected as Senior Vice-Chair.
- B. A simple majority of those present, and eligible to vote, shall be sufficient to elect an officer.
- C. Nominations shall not be taken from the floor for the office of Treasurer. Only persons providing the notice

of intention to seek such office shall be eligible for election.

- D. If no single candidate receives a majority of the votes case, the candidate with the least number of votes shall be dropped from the ballot, and an additional election shall be held. This shall continue until a candidate receives a majority vote.

Article XII – Executive Committee

Section 1

The Executive Committee of the Lebanon County Democratic Committee shall consist of the elected officers of the Lebanon County Democratic Committee, the ten District Leaders, five appointed members at large who shall be registered Democratic voters, Lebanon County members of the Pennsylvania State Democratic Committee and the State Committee Executive Committee, if any.

Section 2

The officers of the Lebanon County Democratic Committee shall be the officers of the Executive Committee.

Section 3

Proxies are permitted at meetings of the Executive Committee.

Article XIII – Executive Committee, Duties and Responsibilities

Section 1

The Executive Committee shall execute the duties and powers of the County Committee during the intervals between the meetings of the County Committee. It shall formulate and adopt policies and recommend to the County Committee for adoption policies for the accomplishments of the purposes of the County Committee.

Section 2

The Executive Committee shall meet at such times and places during the first ten (10) days of each month and at such other times as determined at a meeting of the Executive Committee with at least ten days' prior notice (in accordance with Article VII) of such meeting.

Section 3

The Executive Committee shall hold Special Meetings at the call of the Chairperson by the Chairperson giving at least five (5) days' notice (in accordance with Article VII). Any seven (7) members of the Executive Committee may call a special meeting by notice at any time to the Chairperson.

Section 4

In the absence of the Recording Secretary, Corresponding Secretary or Treasurer, their proxy shall be entitled to vote on all matters before the Executive Committee.

ARTICLE XIV – VACANCIES ON ELECTIVE TICKET

Section 1

The County Chairperson, Vice Chairpersons, Recording Secretary, Corresponding Secretary and Treasurer, are constituted a committee to fill any vacancies on an elective ticket not covered by the State by-laws or by Sections 2, 3, and 4 herein.

Section 2

Committeepersons residing in the City of Lebanon are hereby constituted a nominating committee to nominate a person to fill any vacancy that may occur after the time has elapsed for filling nominations during the odd year election campaign on the Democratic ticket for Lebanon City elective offices, and a majority of them are empowered to so certify the same to the County Board of Elections.

Section 3

Committeepersons in a borough or township are hereby constituted a nominating committee to nominate a person to fill any vacancy that may occur after the time has elapsed for filling nominations for all elective offices in such borough or township and a majority of them are empowered to so certify the same to the County Board of Elections.

Section 4

Committeepersons residing in the judicial district are hereby constituted a nomination committee to nominate a person to fill any vacancy that may occur after the time has elapsed for filling nominations for all judicial elective offices in the judicial district affected, and a majority of them are empowered to so certify the same to the County Board of Elections.

Article XV – Quorums

Section 1

Ten percent (10%) of the duly qualified members of the County Committee shall constitute a quorum at any meeting of the County Committee.

Section 2

Seven (7) members shall constitute a quorum at any meeting of the Executive Committee.

Article XVI – Standing, Ad-Hoc Committees and Sub-committees

Section 1

The County Chairperson may appoint the following permanent committees under whatever names are appropriate:

- A. Financial, chaired by the Treasurer;
- B. Auditing, subject to the approval of a majority vote of the Executive Committee members in attendance, provided the Treasurer cannot be a member of this committee;
- C. Buildings and Grounds;
- D. Publicity;
- E. Campaign; and
- F. Fundraising.

Section 2

- A. The Executive Committee shall establish such other ad-hoc committees and authorize such sub-committees thereof as will facilitate the fulfillment of the purposes of this Committee.
- B. The County Chairperson may appoint a By-laws committee of not more than five (5) members of the County Committee, which shall study and recommend to the Chairperson amendments to the by-laws, if any.

Article XVII – Parliamentary Procedure

Roberts Rules of Order (latest edition), except as it may vary with these by-laws, shall be the guiding rules for the conduct of the affairs to this organization.

Article XVIII - Prohibition for Payment of Certain Filing Fees

The County Committee may not use its funds to pay the filing fees of candidates for the offices of County Commissioner or Jury Commissioner.

Article XIX – Amendment of By-Laws

Section 1

These by-laws may be amended at any regular meeting of the County Committee by one of the following methods:

Anyone desiring to move an amendment to the rules shall prepare a copy of the rule to be amended, and with it a copy of the rule as it is to appear when amended, and have ten percent (10%) of the members of the County Committee to approve and sign the same with a request to the County Chairperson that said proposed amendment shall be submitted at the next regular meeting of the County Committee.

B. The Chairperson upon recommendation of the By-laws Committee may recommend such changes, in whole or in part for consideration at the next regular meeting of the County Committee or at a Special Meeting called specifically for such purpose.

Section 2

The Chairperson shall transmit, by mail or electronically, a copy of the proposed amendments to each Committeeperson, all of which shall be done at least fifteen (15) days before the day of the meeting at which it is to be voted upon.

LCDC

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